



Finance Division  
City of Rancho Mirage  
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## VACATION RENTAL MANAGEMENT COMPANY APPLICATION FOR VACATION RENTAL CERTIFICATES

Chapter 3.25 of the Rancho Mirage Municipal Code requires a valid registration certificate for all vacation rental units rented 27 consecutive days or less. Specific information for each unit shall be described on the property listing sheet attached hereto. The annual registration fee of \$100 (per unit) must accompany this application. PLEASE PRINT.

Name of Management Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
Phone #: \_\_\_\_\_ Website Address: \_\_\_\_\_  
Name of Manager: \_\_\_\_\_  
Direct Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Vacation Rental Management Companies must authorize a local emergency contact person who is available 24/7/365 to answer and respond to HOTLINE complaint calls within 45 minutes.

Local Emergency Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Local Emergency Contact Person's Address: \_\_\_\_\_

Vacation Rental Management Companies must place copies of the City's Good Neighbor Brochure in prominent locations in all rental properties as well as provide a copy to the designated "responsible person" in each rental party. By signing this Vacation Rental Certificate Application you acknowledge that you have received copies of the Good Neighbor Brochure and understand and accept the responsibility of giving copies to the responsible person in each rental party as well as placing brochures in rental properties.

If your property is located within a Home Owners Association (HOA) it is your responsibility to adhere to any HOA restrictions regarding short term rentals.

I declare under penalty that this information is, to the best of my knowledge, true, correct and complete.

Application By: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR CITY USE ONLY

Business License #: \_\_\_\_\_ Date Processed: \_\_\_\_\_